



National Aeronautics and
Space Administration

Headquarters
Washington, DC 20546-0001

May 17, 2006

In Reply to: Human Resources Management Division

TO: NASA Headquarters Employees
FROM: Chairperson, Headquarters Honor Awards Committee
SUBJECT: 2006 Headquarters Honor Awards

The Headquarters Honor Awards Committee announces the Call for Nominations for the 2006 Headquarters Honor Awards. Nominations will be accepted through close of business on Friday, June 16, 2006. **Late submissions will not be accepted.**

The awards fall under seven categories:

- * Exceptional Performance Award.
- * Creative Management Award.
- * Equal Opportunity Achievement Award.
- * Cooperative External Achievement Award.
- * Space Ship Earth Award.
- * Special Service Award.
- * Civil Service/Contractor Team Award.

The committee is interested in receiving nominations for individual and/or group achievement(s) from all occupational groups, including secretarial/clerical, professional/administrative, and science/engineering categories in all grade levels, particularly those in lower grades. Further, we are committed to recognizing deserving employees from the entire Headquarters diverse workforce.

The definitions of the various award categories and the instructions for completion of the nomination form are enclosed. The Headquarters Honor Awards Nomination Form, NHQ 170, is enclosed and also available at https://extranet.hq.nasa.gov/nef/user/form_search.cfm. NHQ Form 170 must be used for all nominations.

Each Headquarters employee will receive a copy of this special announcement to emphasize that everyone is invited to submit nominations. You are encouraged to consider and submit nominations for any individual or group that meets the criteria specified in the enclosures. It is important for the write-up to be complete, concise, and well written to ensure that every nomination is given proper consideration. These awards should not be seen as substitutes for Quality Step Increases or Special Act Awards.

We solicit the active participation of all Headquarters employees and contractors in this process so that we may recognize and honor our peers for their significant contributions to the success of NASA Headquarters. We look forward to receiving your nominations. If you need additional information concerning the 2006 Headquarters Honor Awards, please contact Denise Hurey on (202) 358-2105.

Tonya Brown

3 Enclosures

1. [Award Categories](#)
2. [Instructions for Nomination Form](#)
3. [HQ Honor Awards Nomination Form NHQ 170](#)